

STATEWIDE  
*Arizona Air National Guard*  
Active Guard/Reserve (AGR) Announcement  
JOINT FORCES HEADQUARTERS/HRO  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:  
17-282A

OPENING DATE:  
20-Jul-2017

CLOSING DATE:  
7-Aug-2017

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:  
Motor Vehicle Operator, WG-5703-08, SSgt/E5-TSgt/E6, MPCN:009532510J

**\*\*Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.\*\***

APPOINTMENT FACTOR:  
OFFICER ☐ ENLISTED ☒

AFSC:  
2T071

ASVAB:  
A-35

LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

**NOTE:** This position is subject to rotating shifts, night shifts, and weekends/holidays.

**NOTE:** Must possess 2T071 AFSC.

**NOTE:** Open to SSgt/E5 eligible for immediate promotion and current TSgt/E6.

**NOTE:** Position is UTC tasked.

**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores.***
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

**The following documents are not required but strongly recommended for validation of experience/education:**

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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#### **NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of packing manuals, specifications, containers, protective devices, cushioning materials, methods, and techniques used for packing a variety of tools, parts, equipment, and other items.
2. Ability to operate electric, LPG, or diesel powered fork-lift (lifting loads weighting 10,000 lbs or more that are higher then 168"), and other material handling equipment.
3. Knowledge of warehousing plans and accepted warehousing methods, procedures and techniques.
4. Thorough knowledge of procedures and documentation requirements to prepare and verify shipping documents for correct safety and destination coding, classifications, and hazardous material handling criteria.
5. Exercises a comprehensive knowledge of a wide range of deployment and distribution management policies, principles and practices as well as an in-depth knowledge of commercial traffic management activities.
6. Ability to interpret instructions, specifications, etc. related to motor vehicle operation, power take-off unit operation, and preventive maintenance; and meet cargo pickup and delivery schedules/deadlines.
7. Knowledge of base level processing and manifesting for both cargo and passengers during peacetime, contingencies, and Air Expeditionary Force (AEF) movements.
8. Ability to lift objects weighing up to 70 lbs.

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**SPECIALIZED EXPERIENCE:** Must possess 12 months of experience in performing a variety of duties relating to materiel distribution activities, including organic ground transportation for cargo and personnel.

**BRIEF JOB DESCRIPTION:** This position is located in the Distribution Section of the Deployment and Distribution Flight, Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The purpose of this position is to perform a variety of duties relating to materiel distribution activities, including organic ground transportation for cargo and personnel. This includes receiving, in-checks, routes, and moves parts, assemblies, components, and on-base turn-ins into and out of industrial shops. Examines items received to verify part numbers, identities, correct quantities, condition, and destination. When routing documents are missing or item is questionable, makes positive item identification by reference to national stock number (NSN), nomenclature, appropriate manuals, and blueprints. May identify, inspect, and segregate equipment or material as it is received for obvious damage and needed repairs, initiating Transportation/Supply Discrepancy Reports. Determines appropriate handling methods and devices

needed to move items. Prepares and processes all necessary paperwork and dispatches materials through shops. Ensures accountability, completes log books, maintenance records, reports and other transportation documents for accurate accounting. Interprets packing manuals and specifications and determines containers, protective devices, cushioning materials, methods, and techniques needed for packing a variety of tools, parts, equipment, and other items, taking into consideration such factors as size, type, weight, fragility, hazardous materials, transportation mode, and destination of items. Custom packs items by fitting containers around parts, equipment, and other items of unusual size and shape. Constructs containers such as crates, boxes, cases and skids for use in shipment of items, utilizing Special Packaging Instructions (SPIs) when available to determine proper support requirements for items being prepared for shipment. Determines proper identification, marking, labeling, and inclusion of shipping documents and special handling instructions on all shipments. Handles and certifies hazardous cargo in accordance with International Civil Aviation Organization (ICAO), International Air Traffic Association (IATA), International Maritime Dangerous Goods (IMDG) Code and Code of Federal Regulations 49 (CFR 49) for required surface/air shipments. Assists the Distribution Manager as required in actions such as determining freight shipping requirements consistent with efficiency and transportation priorities. Formulates and prepares Commercial Bills of Lading (CBL) and procures transportation arrangements with commercial carriers and appropriate military services for equipment, supplies and material shipments. Determines and establishes freight shipping requirements utilizing the Cargo Movement Operation System (CMOS), Department of Transportation (DOT), and Department of Defense (DOD) guidance. Contacts local carriers for rates and arranges pickup and delivery services ensuring the consolidation of shipments when necessary. Procures military and commercial passenger travel reservations and prepares travel documents. Analyzes and interprets technical transportation requirements. Validate in-transit visibility (ITV) to ensure accurate control of cargo and passenger movement through the use of the Global Transportation Network (GTN). Provides technical guidance and system administrative assistance to support (CMOS) operations. Provides base level processing and manifesting for both cargo and passengers during peacetime, contingencies, and Air Expeditionary Force (AEF) movements. Operates primarily straight-in-line trucks which typically have an approximate gross vehicle weight (GVW) of more than 32,000 pounds and/or truck tractors with semi-trailers or full trailers to transport personnel or pick up and deliver supplies, materials or equipment. Couples and uncouples the truck tractor and semi-trailer or truck and trailer, and connects and disconnects the air brakes and electrical lines. Maneuvers vehicles within close tolerances when driving and backing over uneven ground, in narrow or congested areas, between buildings and other vehicles, between parked aircraft and when positioning vehicles at loading docks. Ensures cargo is properly loaded, distributed and secured. Operates electric, LPG, or diesel powered fork lift trucks capable of lifting loads weighing less than 10,000 pounds as high as 168 inches. Drives fork lift trucks over wood, concrete, or similar type floors through narrow aisles in buildings and in such confined spaces as railroad cars or trucks. Transports items that are bulky and unwieldy utilizing appropriate load balance and adequate protection for items. Occasionally drives outside over rough surfaces. Drives one or more types of trucks such as pickup, panel, and flatbed trucks, which typically have a gross vehicle weight of 10,000 pounds or less, on local and public roads at highway speeds. Provides pick-up and delivery services for priority and routine shipments. Performs warehouse work to include receiving and inventorying equipment, supplies and materials; loading and unloading of trucks; packing and unpacking material. Adheres to and Enforces safety, fire, and housekeeping standards. Ensures safety procedures are followed when working with dangerous and hazardous cargo such as ammunition, radioactive, and corrosive material. Adheres to and ensures compliance with various safety regulations. Performs other duties as assigned.

**SELECTING OFFICIAL:** Maj Ryan Randall

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